

CRIMINAL JUSTICE ACT WORKSHEET INSTRUCTIONS

In Court Hourly Worksheet

These worksheets were prepared to standardize the itemization and documentation of hourly totals and in court services performed by Court Appointed Counsel in the defense of a client under the Criminal Justice Act. You are not required to use these worksheets. However, we require you to use the format of the worksheets. Claims not supported with proper worksheets **will not** be accepted for processing. Each attorney should provide the following information on the worksheet:

1. The Case Number and CJA 20/CJA 30 Voucher number pertaining to the claim.
2. For each “In Court” service rendered provide the following:
 - ✓ the date the service was performed
 - ✓ a brief description of the service performed
 - ✓ the time spent performing the service

The time spent performing the service should be reported in **tenths** of hours. One-tenth of an hour is equal to six (6) minutes. In addition, the time reported should be listed under the appropriate “In Court” service category, i.e., Arraignment and/or Plea, Motions and Request, Bail Hearings, etc. **“In Court” time begins to accrue at the time we schedule the hearing to begin and ends with adjournment.**

Once all “In Court” services have been documented the hour’s column pertaining to each service category should be totaled. If you require more than one page, a page total should be provided on each page. A grand total of all page totals should be provided on the final page. You should then transfer the grand total of hours for each service category to Item 15 of the CJA 20 or Item 15 of the CJA 30. List across from the applicable “In Court” service and totaled at the total hours for all “In Court” services. The “In Court” compensation should then be calculated by multiplying the applicable rate per hour by the total hours.

3. Each page should be numbered, i.e., Page 1 of 2, Page 2 of 2, etc.

Once all necessary information has been completed and transferred to the CJA 20/CJA 30, the “In Court Hourly Worksheet” must be attached to the voucher.

Case Number: _____
Voucher Number: _____

In Court Hourly Worksheet (CJA 30)

Date	Brief Description of Service	In-Court Hearings
Page Total		
Grand Total		

CRIMINAL JUSTICE ACT WORKSHEET INSTRUCTIONS

Out of Court Hourly Worksheet

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1. The Case Number and CJA 20/CJA 30 Voucher Number pertaining to the claim.
2. For each "Out of Court" Service rendered provide the following:
 - ✓ the date the service was performed
 - ✓ a brief description of the service performed
 - ✓ the time spent performing the service

The time spent performing the service should be reported in **tenths** of hours. One-tenth of an hour is equal to six (6) minutes. In addition, the time reported should be listed under the appropriate "Out of Court" Service category, i.e., Interviews and Conferences, Obtaining and Reviewing Records, Legal Research and Brief Writing, etc.

Note: Travel time to and from court (or the place where you render service) may not be claimed if the round-trip time is less than one hour.

Once all "Out of Court" services have been documented the hour's column pertaining to each service category should be totaled. If more than one page is required, a page total should be provided on each page. You should provide a grand total of all page totals on the final page. The Grand total hours for each service category should then be transferred to Item 18 of the CJA 20 or Item 15 of CJA 30 Form and listed across from the applicable "Out of Court" service for all "Out of Court" services. The Out of Court compensation should be calculated by multiplying the applicable rate per hour by the total hours.

3. Each page should be numbered, i.e., Page 1 of 2, Page 2 of 2, etc.

Once all necessary information has been completed and transferred to the CJA 20/CJA 30, the "Out of Court Hourly Worksheet" must be attached to the voucher.

Case Number: _____
Voucher Number: _____

Date	Brief Description of Services	16a. Interviews and Conferences	16b. Obtaining and Reviewing Records	16c. Legal Research and brief writing	16d. Travel time	16e. Investigative and other work
PAGE TOTAL						
GRAND TOTAL						

Case Number: _____
Voucher Number: _____

[illegible]

CRIMINAL JUSTICE ACT WORKSHEET INSTRUCTIONS

Other Expense Worksheet

This worksheet was prepared to standardize the itemization and documentation of other reimbursable expenses incurred by Court Appointed Counsel in the defense of a client under the Criminal Justice Act. each attorney should provide the following on the worksheet:

1. The case Number and CJA 20/CJA 30 Voucher Number pertaining to the claim.
2. For each item of "Other Expense" incurred provide the following (this includes toll phone calls)
 - ✓ the date incurred
 - ✓ a brief explanation of the expense
 - ✓ the amount of expense incurred

Attach supporting documentation, i.e. receipts, canceled checks and invoices. Receipts are required for all travel expenses. Toll calls made by the attorney are reimbursable. Toll calls made by the defendant or petitioner are limited to those absolutely necessary and no more than one per day except under extraordinary circumstances. Copies of phone charges may be required. Receipts are required for any expenses in excess of \$50.00. Such expense items as mileage, facsimiles, and copying should show the total miles or the number of pages, respectively, multiplied by the applicable rate to arrive at the expense incurred. Mileage is reimbursed at 37.5¢ per mile. Copies are reimbursed at 10¢ per page. Facsimiles are reimbursed at the rate of \$1.00 for the first page and 25¢ for each additional page. To qualify for meals, the times of departure and arrival must be listed. The expenses incurred should then be listed under the appropriate "Other Expense" category, i.e. Mileage, Parking, Meals. **Any single expense which exceeds \$250.00 requires prior approval from the Court.**

Once all "Other Expenses" have been itemized, total each column listing the total amount. Transfer the "Other Expense" categories and their applicable totals, to the spaces provided on item 16 & 17 of the CJA 20 and item 17 & 18 of CJA 30. Please note the columns are Travel, Lodging, Meals, and Other, etc. Expense categories must be itemized on the voucher. It is not sufficient to say "See Attached". The "Other Expense" worksheet along with any supporting documentation must be attached to the voucher.

Case Number: _____
Voucher Number: _____

[illegible]